

---

## Factsheet:

### National SSAGO Role Descriptions

*Last updated: April 2024*

*Last reviewed: April 2024*

#### **1. Elected Team Pink Roles**

##### **1.1. Chairperson**

The Chairperson shall:

- 1.1.1. Have Ultimate responsibility for the Organisation
- 1.1.2. Be the main SSAGO Spokesperson
- 1.1.3. Interpret SSAGO Rules and Regulations
- 1.1.4. Chair Executive, Representative and Conference Meetings
- 1.1.5. Work with the Liaison Assistant to maintain strong links with The Scout Association, Girlguiding UK and SAGGA
- 1.1.6. Ensure that the Executive Committee members are fulfilling their responsibilities and delegate tasks appropriately
- 1.1.7. Support all Team Pink members
- 1.1.8. Act as line manager for all appointed team pink roles
- 1.1.9. Respond to any welfare and inclusivity concerns raised to the Executive Committee
- 1.1.10. Respond to any issues that arise obstructing the day-to-day functioning of the organisation

##### **1.2. Secretary**

The Secretary shall:

- 1.2.1. Arrange all Executive and Team Pink meetings, under instruction of the Chair.
- 1.2.2. Take, write up and store minutes of Executive, Representative and Conference Meetings.
- 1.2.3. Publicise minutes appropriately
  - 1.2.3.1. All minutes will be posted on the SSAGO Website and will be available in either email or hard copy form on request
  - 1.2.3.2. Previous minutes are to be made available prior to the relevant meeting
- 1.2.4. Receive all requests for items to be added to agendas
- 1.2.5. Write and distribute agendas once agreed with the Chairperson

- 1.2.6. Keep copies of the current Constitution and the historic versions
- 1.2.7. Keep copies of the current Policy Documents and Factsheets, and ensure all such policies and factsheets are up to date
- 1.2.8. Take over the role of the Chairperson should they resign or steps down from position due to conflict of interest
- 1.2.9. Be responsible for the maintenance of SSAGO archives and records with assistance from the Archivist.
- 1.2.10. Be responsible for Team Pink records management duties, such as reviewing records for archiving by the archivist and storing records correctly
- 1.2.11. Oversee the online portion of Reps meetings, prepare agenda items for comments and votes, and formalise Exec response
- 1.2.12. Maintain and organise the [exec@ssago.org](mailto:exec@ssago.org) and [pink@ssago.org](mailto:pink@ssago.org) email addresses and ensure all emails received are dealt with appropriately
- 1.2.13. Be responsible for checking Adventurous Activities and Nights Away requests

### **1.3. Treasurer**

The Treasurers shall:

- 1.3.1. Be responsible for keeping true and accurate account of the organisation's assets and liabilities
- 1.3.2. Correspond with banks as necessary and holding all documentation related to any accounts held in the name of SSAGO
- 1.3.3. Deal with all insurance updates and queries
- 1.3.4. Ensure all annual payments are made in time to creditors
- 1.3.5. Examine National Event accounts
- 1.3.6. Receive annual subscription payments from the membership
- 1.3.7. Ensure the National accounts are independently examined in time for the Spring Conference
- 1.3.8. Maintain an up to date list of creditors
- 1.3.9. Review National Event budgets and authorise deposits
- 1.3.10. Be responsible for authorising expenses
- 1.3.11. Oversee, record and payout applications to the development fund

### **1.4. Members Officer**

The Members Officer shall:

- 1.4.1. Liaise with all SSAGO Clubs, Independent and Associate members
- 1.4.2. Be the first point of contact for member queries
- 1.4.3. Maintain and update the details of all SSAGO clubs
- 1.4.4. Ensure clubs maintain and update the details of SSAGO Members
- 1.4.5. Set up new clubs on the SSAGO website and provide a general overview of the organisation

- 1.4.6. Ensure all clubs pay their annual Membership Fee
- 1.4.7. Check and approve membership lists
- 1.4.8. Contact existing clubs that look as if they are struggling to try and provide help
- 1.4.9. Grow SSAGO's international links
- 1.4.10. Produce and distribute membership forms
- 1.4.11. Maintain and update the list of approved minibus drivers

## **1.5. Publicity Officer**

The Publicity Officer shall:

- 1.5.1. Produce, maintain and distribute stocks of publicity materials
- 1.5.2. Manage and produce content for the National SSAGO social media channels
- 1.5.3. Organise the SSAGO Support project and coordinate their presence at events with support from the Liaison Assistant
- 1.5.4. Promote SSAGO's presence in Scouting and Guiding media
- 1.5.5. Promote SSAGO at Scouting and Guiding events
- 1.5.6. Manage and produce News articles for the SSAGO website
- 1.5.7. Provide publicity and promotional support to SSAGO clubs and National Events
- 1.5.8. Be responsible for the promotion of SSAGO to Scouts, Guides and any other relevant or interested groups or individuals.

## **2. Appointed Team Pink Roles**

### **2.1. Events Officer**

The Events Officer shall:

- 2.1.1. Grow, develop and support SSAGO events
- 2.1.2. Act as the first point of contact for the event committees with any queries or problems they might have.
- 2.1.3. Review survey and feedback data from events to decide how best to improve future events and develop a plan on how to improve them.
- 2.1.4. Maintain regular contact with National events, keep up to date with the current state of National events.
- 2.1.5. Create and maintain resources to support events in the planning stages of their event.
- 2.1.6. Update and maintain the event resources drive.
- 2.1.7. Work with the Webmaster to develop new features for the website to improve the booking and event design process.

- 2.1.8. Liaise between the National Committee and each event, reporting on the status of each event to Team Pink and informing event committees of relevant discussions and decisions.
- 2.1.9. Support members interested in bidding for National events.

## **2.2. Quartermaster**

The Quartermaster shall:

- 2.2.1. Have access to sufficient storage space for all SSAGO merchandise
- 2.2.2. Transport Merchandise to national SSAGO events
- 2.2.3. Post merchandise as promptly as possible
- 2.2.4. Run and facilitate the physical SSAGO shop at events
- 2.2.5. Monitor and complete online shop orders
- 2.2.6. Take regular stock takes, and order new stock as required
- 2.2.7. Oversee, maintain and distribute SSAGO kit as required
- 2.2.8. Work with the Publicity officer to grow SSAGO's brand by releasing new merchandise
- 2.2.9. Work with the Treasurer to keep appropriate account records

## **2.3. Web Assistant**

The Web Assistant shall:

- 2.3.1. Focus on the the front facing parts of SSAGO technology
- 2.3.2. Continue the development of the current SSAGO website
- 2.3.3. Manage, maintain and update the SSAGO website and SSAGO website content
- 2.3.4. Manage the public facing aspects of the SSAGO website
- 2.3.5. Manage the functions of the SSAGO website to support SSAGO operations
- 2.3.6. Support and train Team Pink, events, clubs and members on use of the SSAGO website
- 2.3.7. Support the running of the SSAGO Discord server and associated bots
- 2.3.8. Continue the exploration and development of the SSAGO App
- 2.3.9. Work with the Digital Assistant and the Digital Team

## **2.4. Digital Assistant**

The Digital Assistant shall:

- 2.4.1. Focus on the internal parts of SSAGO technology
- 2.4.2. Plan the infrastructure of and support the development of a new SSAGO website
- 2.4.3. Ensure the SSAGO infrastructure continues to function and provides the functionality needed by SSAGO
- 2.4.4. Innovate SSAGO with new digital technologies

- 2.4.5. Manage and oversee any external digital systems SSAGO is making use of
- 2.4.6. Be responsible for overseeing and maintaining the various SSAGO digital systems: infrastructure, phone, email, Google, etc
- 2.4.7. Be responsible for managing the SSAGO Cloud infrastructure on AWS and Google
- 2.4.8. Handle and manage the backend functionality which supports Team Pink, events, clubs and members
- 2.4.9. Work with the Webmaster and the Digital Team

## **2.5. Liaison Assistant**

The Liaison Assistant shall:

- 2.5.1. Manage SSAGO's Scout Active Support Unit (SASU), or any equivalent system implemented by The Scouts, which sees SSAGO members supporting National Scouting and Guiding events
- 2.5.2. Control and monitor the addition and removal of members from the SASU on Compass
- 2.5.3. Be responsible for checking and approving training requirements of the SASU such as DBS and Safeguarding
- 2.5.4. Work closely with the Publicity Officer and SSAGO Supports project with regards to identifying, publicising and attending "SSAGO Supports" events
- 2.5.5. Manage SSAGO volunteers at "SSAGO Supports" events
- 2.5.6. Maintain close communication with The Scouts, Girlguiding, and SAGGA
- 2.5.7. Act as the main point of communication between the SSAGO and SAGGA committees. This will principally require sitting in on both committee's meetings on a regular basis
- 2.5.8. Work with Publicity Officer, Members Officer and Associate Rep to advertise SAGGA and SAGGA Events to graduating SSAGO members
- 2.5.9. Work with Events Officer to arrange SAGGA volunteers at SSAGO events
- 2.5.10. Work with Team Pink to organise SAGGA's assistance at AGMs

## **2.6. Charities Officer**

The Charities Officer shall:

- 2.6.1. Be a temporary role, lasting until the transition to Charity status is completed
- 2.6.2. Be responsible for overseeing SSAGO's transition to Charity status
- 2.6.3. Communicate between Team Pink and the Charities Commission, The Scouts and Girlguiding

- 2.6.4. Create charity-required documentation in conjunction with Team Pink and the Policy Fixers project
- 2.6.5. Ensure actions of SSAGO National and Event committees are in line with charity aims
- 2.6.6. Investigate and document new possibilities for SSAGO by becoming a charity

### **3. Other Roles**

#### **3.1. Independent Members Representative (Non Executive)**

The Independent Members Representative shall:

- 3.1.1. Represents the interests of Independent members at Full Committee meetings and Executive Committee Meetings where invited
- 3.1.2. Coordinate the activities of Independent members in cooperation with the Members Officer

#### **3.2. Associate Members Representative (Non Executive)**

The Associate Members Representative shall:

- 3.2.1. Represents the interests of Associate members at Full Committee meetings and Executive Committee Meetings where invited

#### **3.3. Archivist (Non Executive)**

The Archivist shall:

- 3.3.1. Preserve, promote and manage SSAGO's archive collection, including born-digital and physical formats.
- 3.3.2. Work with the webmaster and web team to develop good digital preservation standards and best practice
- 3.3.3. Work with the publicity officer on a range of outreach projects to promote the collection
- 3.3.4. Support clubs with the creation of their own archives and respond to research queries
- 3.3.5. Lead the Archive project, and through that encourage appreciation for the principles and practice of Archiving by teaching and training members in archiving, and delegating responsibilities to members of the project

### **4. Role Reallocation**

- 4.1. All tasks are subject to reallocation given agreement between the two parties.

- 4.2. Where a role is vacant the Chairperson shall take responsibility for those actions.